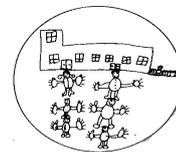


# SLADEFIELD INFANT SCHOOL



HEADTEACHER  
MR R MEADOWS  
CHAIR OF GOVERNORS  
MR A TANNER

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WARD END  
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Tuesday 7<sup>th</sup> January 2020

Dear Parent/Carer

## **RE: Collection Procedures**

As a school, we take safeguarding extremely seriously, and, in order to ensure the children are as safe as possible at collection times at the end of the school day, we are adapting the collection procedures that we will be following.

Attached is a sheet where we will be asking EVERY parent/carer to nominate 2 people that are well known to your child who you are happy to have collect your child at the end of the school day if you know that you will be unable to collect them. These may be other members of the family, or a close family friend.

On the form, it also asks you to write down who these adults are in relation to your child, and the name your child knows them as. For instance, one of the people you have nominated might have a special name that your child calls them, but that they may not give as their name themselves.

At the end of the school day each day, each class teacher will have a copy of the details that you have provided and will only then allow a child to go home with either yourself, as a parent/carer, or one of the 2 nominated people on the list.

Occasionally, it is the case that a parent/carer needs someone less regular to be asked to collect your child. As such, also on the attached sheet is a space for a password of your choosing. If it is the case that you need someone NOT on your nominated list to collect your child, you need to:

1. Contact the school and inform them who is collecting your child – we will then ensure that the class teacher is aware of who is coming to collect
2. Provide the adult collecting your child your chosen password – they will be asked for this by the class teacher

If you HAVE NOT informed the school that a non-nominated adult will be collecting your child OR the adult does not provide us with the password we have on our school records, we WILL NOT allow your child to be collected by that adult, and will instead contact you for clarification.

If, at any stage, you wish to change any of the details that you have provided the school with regards end-of-school collections, you will be required to ask for a new form and complete this – we will then replace the form we have with the new form, and alter the information accordingly.

WE REQUIRE ALL PARENTS/CARERS TO HAVE RETURNED THE ATTACHED FORM BY NEXT MONDAY. IF THE FORM HAS NOT BEEN RETURNED, WE WILL ONLY ALLOW PARENTS/CARERS TO COLLECT THEIR CHILD. During the next few days, whilst we await completed forms to be sent in, class teachers will allow for children to be collected by adults who regularly collect, but will also be maintaining extreme vigilance .

If you have any questions regarding this adaptation, please feel free to speak with myself or Mrs Connolly, but we believe that you will recognise the importance we are placing on the safeguarding of all of the children at Sladefield.

Thank you in advance for your cooperation.

Kind regards

Mr Meadows (Head Teacher)

# SLADEFIELD INFANT SCHOOL CHILD COLLECTION

## INFORMATION FORM

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

The following 2 adults have been nominated to collect my child on my behalf, and my child knows them well. I have also indicated the name that my child uses to address these adults:

	My nominated adults	What my child calls them
A		
B		

The following password will be used by non-nominated adults that I have asked to collect my child as a one-off.

PASSWORD: \_\_\_\_\_

I will ensure that they have been contacted and know to say the password to the class teacher when collecting my child.

I will also ensure that I have contacted the school in order to inform them that a non-nominated adult will be collecting my child.

If I wish to change the information on this sheet, I will complete a new sheet and hand it into the school. The school will then ensure that they update their details.

Signed: \_\_\_\_\_ (Parent/Carer)